

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>97-3</u>	Archives# 05-187
	Page 1 of 2

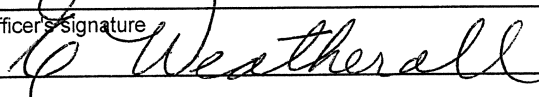
Department Transportation	Division Aeronautics	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

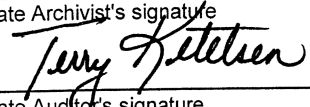
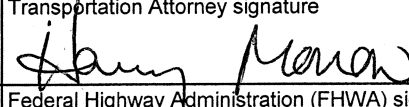
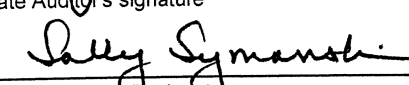
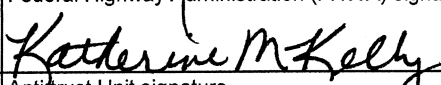
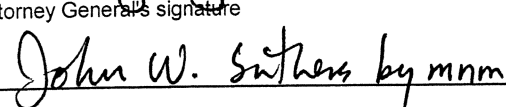
Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature 	Date 02/16/05
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Signatories

I certify I have reviewed and concur with the records retention periods established on all 2 pages of this document:

State Archivist's signature 	Date 3-18-2005	Transportation Attorney signature 	Date 3-9-05
State Auditor's signature 	Date 4/1/05	Federal Highway Administration (FHWA) signature 	Date 3-15-05
Attorney General's signature 	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Revises Archives # 97-3

Archives # 05-187
Page 2 of 2
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation		Division AERONAUTICS	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent	
Item#	Description	Retention Period	Special Instructions	
1.	Airport Sales Tax (Monthly Report)	4 Years		
2.	Monthly Aviation Fuel Purchase Report (Excise Tax)	4 Years		
3.	Pavement Condition Index(PCI) Records A. Reports B. Computer Database	6 Years Permanent		
4.	FAA System Planning Grant Records	6 Years		
5.	Colorado Aeronautical Board Resolutions	Permanent		
6.	Colorado Aeronautical Board Meeting Minutes	Permanent		
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.				